



# Student Protection and Safeguarding Policy

This policy has been adopted by the Creative British School Principal and board of Governors

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Signed Principal: Mr. Phillip Morris

Date: 01-09-24





# CBS SAFEGUARDING POLICY

## Introduction

At Creative British School, we are committed to upholding the highest standards of safeguarding and student protection. The safety, well-being, and protection of every student are our paramount concerns. In line with Federal Law No. (3) of 2016 Concerning Child Rights, we strive to promote safe practices, protect students from harm, and support their development and growth.

## Purpose

This safeguarding policy outlines the priorities and procedures we adhere to in ensuring the welfare and security of all students. Specifically, this policy aims to:

- Establish ADEK's requirements regarding safeguarding and the promotion of student welfare.
- Define a clear line of accountability within the school to ensure the full implementation of safeguarding protocols.
- Provide procedures for identifying and reporting cases or suspected cases of student maltreatment.
- Outline the security measures necessary to ensure effective supervision, including the roles and responsibilities of security personnel, as well as protocols for school visits, departures, and managing security breaches.
- Detail ADEK's requirements concerning the use of Closed-Circuit Television (CCTV) cameras within the school premises.
- Set forth the training requirements necessary for all staff to perform their duties responsibly, effectively, and appropriately, thereby fostering a safe environment where students can grow and learn.

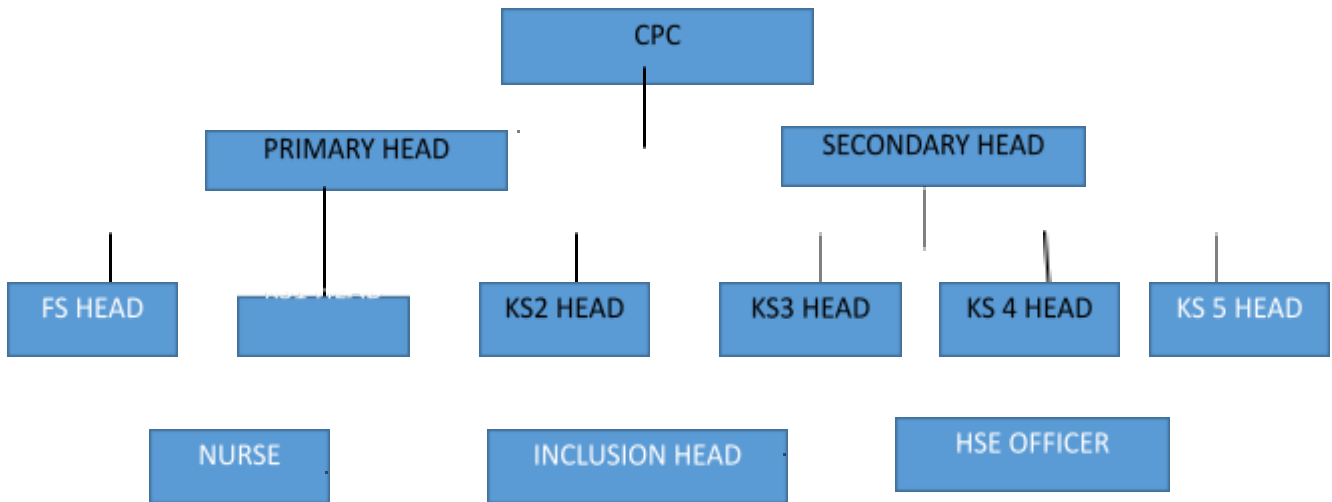
## What is Safeguarding?

Safeguarding refers to the protection of students from risks that could cause harm, including maltreatment, neglect, and any other factors that may negatively affect their overall health, development, well-being, and safety. It encompasses all measures and practices aimed at ensuring a safe environment where students can grow, learn, and thrive without the fear of harm.

## CBS Safeguarding Committee

Creative British School is dedicated to ensuring the safety, well-being, and protection of all students. To effectively oversee and implement the school's safeguarding strategy, a Safeguarding Committee has been established. This committee will work closely with the Principal and other stakeholders to uphold the highest standards of student protection.

The Principal -Provides overall guidance and ensures the committee's recommendations are implemented.



The committee consists of:

Principal, Head of Secondary, Head of Primary and the Social worker. The Inclusion leader would also form part of the committee should a POD be involved in a situation.

Other staff with Safeguarding and child protection responsibilities:

- All teaching staff.
- Support staff reports any concerns to the class teacher or any Child Protection designated person as appropriate.

The Safeguarding Committee is responsible for the following key tasks:

1. **Annual Monitoring and Review**:-The committee will annually monitor and review the effectiveness of the school's Safeguarding Policy to ensure that it is well-known, understood, and appropriately practiced by the entire school community.
2. **Policy Implementation**:-The committee will ensure that the safeguarding policies and procedures adopted by the school's governing board are fully implemented and strictly observed. This includes routine checks and audits to confirm compliance.
3. **Staff and Visitor Awareness**:-Together with the Principal, the committee will ensure that all staff, volunteers, and invited visitors are informed of their responsibilities regarding safeguarding procedures. This includes conducting regular briefings and distributing updated policy documents.
4. **Parental Access**:-The committee will ensure that parents have easy access to the school's Safeguarding Policy and all related documents. These materials will be made available through appropriate channels, including the school website, parent portals, and during school meetings.
5. **Induction and Training Strategy**:-The committee will develop and implement an induction and training strategy to ensure that all staff and volunteers receive comprehensive information on the school's safeguarding arrangements. This strategy will include initial training sessions for new staff and regular refresher courses for existing staff.



6. **Compliance with ADEK Student Protection Policy:** The committee will ensure that the school complies with all relevant processes set out in **the ADEK Student Protection Policy**. This includes adherence to reporting procedures, documentation requirements, and any updates issued by ADEK.

## Safeguarding Awareness at Creative British School

At Creative British School, safeguarding is a fundamental priority that underpins all aspects of our educational environment. We are committed to ensuring that every student feels safe, supported, and valued. To achieve this, we have established a comprehensive Safeguarding Awareness strategy that encompasses the following key elements:

1. **Creating a Safe and Caring Environment:**-We are dedicated to providing a secure and nurturing atmosphere where all students can learn, thrive, and develop the confidence to express their ideas, feelings, and opinions. Our environment prioritizes the best interests of each student, aligning with the guiding principles of the Dama Alaman in Schools and Nurseries Handbook.
2. **Zero-Tolerance Approach to Maltreatment:**-Creative British School maintains a strict zero-tolerance policy toward any form of student maltreatment. All visitors and members of the school community are made aware of and have easy access to the processes outlined in the ADEK Student Protection Policy for reporting concerns.
3. **Monitoring At-Risk Students:**-We closely monitor students who are known or believed to be at risk of harm, including those with additional learning needs who may face heightened vulnerability. Our aim is to ensure early identification and intervention to protect these students.
4. **Staff Response to Safeguarding Incidents:**-All staff members are trained to respond appropriately to safeguarding incidents. They are equipped to provide reassurance to victims and witnesses who make disclosures, ensuring that these individuals feel taken seriously and supported throughout the process.
5. **Positive and Transparent School Culture:**-We foster a positive and transparent school environment where both students and staff feel comfortable and confident in addressing any concerns or worries. Members of the Safeguarding Committee or Lead are approachable and available to discuss any safeguarding-related issues.
6. **Online Safety Vigilance:**-In accordance with the ADEK Digital Policy, we maintain strict vigilance over student safety in online spaces. This includes monitoring online activities and providing guidance on safe digital practices to protect students from potential online threats.



**7. Policies That Protect Student Well-Being:**-We ensure that all school policies are designed to protect, rather than harm, student health and well-being. For example, we avoid implementing any policies that could negatively impact students, such as unreasonable limitations on washroom breaks, in alignment with the ADEK Wellbeing Policy.

**8. Accessible Support and Counselling:**-Our school provides support and counselling services that are easily accessible, non-judgmental, and available to all students. We want students to know that there are trusted adults within the school they can turn to for advice, guidance, and support.

**9. Parental Obligations and Student Enrolment:**-We emphasize to every parent their legal obligation to enrol their child in school, as per Federal Law No. (39) of 2022 Concerning Compulsory Education. The school is vigilant about any sudden, unexplained withdrawals of students, which may be reported as a potential maltreatment concern in accordance with the ADEK Student Protection Policy.

## **Safeguarding and the Curriculum at Creative British School**

At Creative British School, we recognize the critical role that the school curriculum plays in promoting safeguarding and fostering a safe, respectful, and supportive environment for all students. Our curriculum is designed not only to provide academic knowledge but also to equip students with the skills and understanding they need to protect themselves and others. Below are the key safeguarding measures integrated into our curriculum.

**1. Fostering Self-Esteem and Self-Regulation:**-Our curriculum emphasizes the development of students' self-esteem and self-regulation. Through various subjects and activities, students learn to value themselves, manage their emotions, and make responsible decisions. This foundation helps them to confidently navigate challenges and advocate for their own well-being.

**2. Promoting Respect and Civility:**-We prioritize teaching students the importance of respect and civility towards others, including people and all living things. Lessons in ethics, social studies, and environmental education are designed to instil a deep sense of empathy and responsibility, encouraging students to contribute positively to their communities and the world at large. The school is organizing various events and assemblies to understand others' perspectives and accept them with their differences.

**3. Enhancing Communication Skills and Consent:**-Communication is a vital part of safeguarding. Our curriculum supports the development of effective communication skills, ensuring students can clearly express themselves and understand the importance of giving and receiving consent.

**4. Understanding Risks, Including Online Behaviour:**-We provide comprehensive education on understanding and managing risks, with a strong emphasis on online behaviour and the responsible use of social media. Students learn about the potential dangers of the digital world, how to protect their privacy, and the importance of responsible online conduct. This



is covered in ICT classes, during health and safety week as well as through dedicated workshops on digital citizenship.

**5. Developing Self-Protection Strategies and Peer Pressure Response:**-Our curriculum helps students develop strategies for self-protection and equips them with the tools to resist peer pressure. Through assemblies, role-playing, discussions, and scenario-based learning, students practice how to assert themselves, make informed choices, and seek help when needed. This is integrated into PSHE, health education, and other relevant subjects.

**6. Promoting Responsibility for Safety:** We teach students to take responsibility for their own safety and the safety of others. This includes understanding safety protocols, recognizing unsafe situations, and knowing how to respond appropriately. These concepts are reinforced in various subjects, including science, physical education, as well as through Health and safety week. School-wide safety drills and initiatives.

## **Safeguarding the School's Security at Creative British School**

At Creative British School, the security of our students, staff, and assets is of utmost importance. We are committed to implementing a comprehensive security system to protect against any risks of harm. The following measures outline our approach to safeguarding the school's security:

### **1. CCTV Systems**

We have installed and maintain CCTV systems in compliance with the Manual of Surveillance Devices (MCC, 2022), ensuring that the school's security infrastructure meets the highest standards.

**Contract Validity:**-The school maintains a valid maintenance contract at all times with an MCC-licensed vendor. This ensures that our CCTV systems are regularly serviced and remain operational.

**Coverage:**-Our CCTV cameras are strategically placed to provide comprehensive coverage of key areas, including:

1. All entrances and exits of the school buildings and grounds.
2. All walkways, corridors, stairs, courtyards, sports halls, sports fields and library.
3. Student pickup and drop-off areas for private vehicles and buses.
4. Security areas (e.g., control room) and hazardous areas.
5. Exterior areas surrounding the school grounds.
6. Learning spaces such as classrooms, labs, and ICT labs
7. All blind spots within the school premises.

**Privacy Considerations:**-CCTV cameras are not installed inside lavatories or any other areas where there is a reasonable expectation of privacy. Additionally, signs are placed throughout the school premises to inform the public that the area is under CCTV surveillance.





**Regular Monitoring and Maintenance:**-The school monitors the functioning of its CCTV cameras daily to ensure they are working correctly and providing appropriate coverage. Any issues affecting functionality are promptly reported to the vendor, and immediate action is taken to rectify the problem, in line with the terms of the maintenance contract.

#### **Access to Footage and Recordings:**

1. **Monitoring of CCTV Footage:**-CCTV footage is monitored in a dedicated control room by vendor-appointed CCTV specialists, ensuring that only authorised personnel have access.
2. **Principal's Access:**-The Principal is authorised to access live CCTV footage of the school premises from their office.
3. **Staff Access:**-The Principal and vendor-appointed CCTV specialists are authorised to retrieve and view CCTV recordings. Other staff members may be granted access to view footage on a need-basis, at the Principal's discretion. A record is maintained of all individuals granted permission to view the footage.
4. **Access request form** - The school has a form that can be obtained from HSE/ Principal's PA to request access to the CCTV, this will be completed and retained for any access to the CCTV by any staff member.
5. **ADEK Access:**-The school provides access to CCTV footage and recordings to authorised ADEK personnel upon request.
6. **Copying and Distribution:**-The copying or distribution of CCTV recordings is strictly prohibited and is punishable by law, in accordance with Federal Decree Law No. (5) of 2012 on Combating Cybercrimes.

**Escalation:** If an incident captured in a CCTV recording requires clarification beyond the school level, the school immediately notifies ADEK to address the issue appropriately.

**Deletion:** The school retains CCTV recordings for a minimum of 180 days, ensuring that footage is available for review if needed during this period.

## **Security and Visitor Management at Creative British School**

At Creative British School, we prioritize the safety and security of our students, staff, and community. To maintain a secure environment, we have implemented the following protocols for security guards, visitor management, and school arrival and departure procedures.

### **1. Security Guards**

To ensure the highest level of security on school premises, Creative British School has established the following guidelines for security guards:

1. **Presence at Entry Points:**-Security guards are required to be present at all entry points/gates at all times. They must not leave their posts unless a replacement is available to cover their position temporarily.
2. **Authorized Licenses:**-All security guards must hold authorized licenses as per the ADEK Staff Eligibility Policy, ensuring they are qualified to perform their duties.
3. **Vigilance and Safety:**-Security guards must remain alert and actively ensure the safety and security of the school premises, supported by the school's security system.
4. **Visitor Log Maintenance:**-Security guards are responsible for maintaining a visitor's log, recording details such as the visitor's name, ID, signature, telephone number, purpose of visit, time of arrival, and time of departure.
5. **Issuance of Visitor Access Passes:**-Visitor access passes are issued only upon inspection of a form of photo ID, which must be verified to match the identity of the visitor.
6. **Communication Link:**-Security guards at entry gates must maintain a communication link with the school reception/administration to authorise the entry of unknown persons.
7. **Handover Procedures:** Security guards must be provided with appropriate handover procedures to ensure a smooth transition if the school changes security providers.

## 2. School Visiting Procedures

The following procedures are in place for visitors to Creative British School:

1. **Visitor Sign-In:**-All visitors must sign in at the security gate and obtain a visitor's access pass in exchange for a valid form of ID.
2. **Access Pass Visibility:**  
Visitors are required to wear visitors ID pass while on the school premises. Visitors are not authorised to enter classrooms unless explicitly invited.
3. **Supervision of Visitors:**-Invited visitors must remain under the supervision of a designated member of staff unless they are authorized personnel.
4. **Visitor Sign-Out:**-Upon completing their visit, visitors must sign out at the security gate and return their visitor access passes before leaving the school premises.
5. **Granting Access to Authorised Personnel:**-The school provides authorised personnel (e.g., government inspectors) with full access to the premises and relevant resources, as per Federal Decree Law No. (18) of 2020 Concerning Private Education.
  - **Identity Verification:** Schools must verify the identity and purpose of authorized personnel before granting access.
  - **Record Keeping:** Principals must keep records of all access granted, including the personnel involved, reports or records accessed, and the purpose of access.

## 3. School Departure Procedures

To ensure students are safely handed over to their guardians, Creative British School has established the following departure procedures:



1. **Different Coloured Lanyards:**-There are different lanyards for staff and students. Staff members have purple lanyards, students using the school bus have yellow lanyards, students going with parents or using their own transportation have red lanyards, and students from Year 10 with a walking-alone permit have black lanyards. Students with a walking-alone permit must submit a permission slip at the beginning of the academic year.
2. **Authorized Pick-Up:**-Only parent-authorized individuals may pick up students.
  - **For Non-Pre-Registered Individuals:** Parents must inform the school in advance in writing via email, providing the ID of the nominated person.
  - **Emergency or Late Notice:** In emergencies or last-minute changes, parents must call the school to inform them of the person picking up their child. The school will log the conversation and forward the information to security guards and supervising staff. They must bring his/her EID while coming to pick the child.
3. **Identity Verification:**-Security guards must verify the identity of the nominated person at the gate by checking their ID and when handing over the student.
4. **ID Exemption:**-IDs are not required if the person is already a member of the school community and their ID is on record.

#### **4. Acceptable School Drop-Off and Pick-Up Timings:**-To ensure the safety and supervision of students during drop-off and pick-up times:

1. **Supervision Period:**-The school provides supervision for students 45 minutes before the start of the school day and 90 minutes after school hours. Parents are notified of their responsibility for their children outside these periods.
2. **Un-notified Drop-Off:**-If parents drop off children without the school's knowledge, the school is not legally responsible for the child's safety.

#### **5. Special Events**

To enhance security during special events:

1. **Limited Attendance:**-Events are open only to immediate family members unless additional guests are pre-registered with a valid ID.
2. **Clear Signage:**-The school provides clear signage indicating accessible areas for visitors within the school premises.
3. **Increased Security:**-The school increases security presence when a larger number of visitors are expected.
4. **Service Provider Checks:**-All outside service providers must be pre-approved, with contracts stipulating that employees have undergone security checks.

#### **6. Safeguarding the Privacy of the School Community**

To protect the privacy and identities of the school community:

1. **Physical and Digital Spaces:**-The school ensures that reception areas are free of individually identifiable elements and avoids sharing personal details without consent.
2. **Discretion in Communications:**-The school practices discretion in sharing personal information, in line with the ADEK Digital Policy.

## 8. Managing Security Breaches

To prevent and respond to security breaches:

1. **Lockdown System:**-The school will develop a system in place to lock down the premises and a response plan led by the Safeguarding Committee or Lead.
2. **Staff Training:**-All staff will be trained on the security breach procedure.
3. **Data Protection:**-The school backs up important data and documents all digital incidents, in line with the ADEK Digital Policy.
4. **Emergency Planning:**-The school conducts emergency planning and drills regularly, in compliance with the ADEK Health and Safety Policy.
5. **Regulatory Compliance:**-The school complies with local regulations and reports any security breach incidents to ADEK and relevant authorities.

## Training and Continuous Professional Development (CPD) at Creative British School

At Creative British School, ongoing training and professional development are essential to ensure the highest standards of safeguarding and student protection. Our training program covers the following areas:

- **Safeguarding Training:**-All staff members, including the governing board, staff, and volunteers, will receive safeguarding training at the beginning of the academic year or during their induction time from National College of Training(Online). This training includes:
- **Continuous Professional Development (CPD):**-Regular updates and refresher courses on safeguarding, including new policies, procedures, and best practices conducted by National College of Training.
- **Parent Awareness:**- Parents will attend an awareness workshop about the safeguarding policy during Health and Safety Week, which is conducted at the beginning of the academic year. The policy will be uploaded to the school website and sent to parents via email with updates.
- **Visitor Requirements:**-While specific training is not required for invited visitors, they must read and sign the school's Safeguarding Policy to ensure they are aware of and comply with safeguarding expectations during their visit.

## Whistleblowing Mechanism



Creative British School shall implement a whistleblowing mechanism to enable any individual—whether staff, student, parent, or other stakeholder—to raise concerns about organizational malpractice in confidence. This mechanism ensures that all allegations can be reported securely and without fear of retaliation.

- **Confidentiality and Safety:** Individuals who raise concerns will have their identities protected. The school will make every effort to ensure that whistle-blowers do not face any shame or adverse consequences for reporting their concerns. If a whistle-blower's identity becomes known, the school will take necessary measures to protect them from harassment, reprisal, or stigmatization.
- **Support for the Accused:** For individuals against whom concerns are raised, the school will protect their identity to the extent possible and shield them from negative repercussions until the investigation is completed. The school is committed to fair and impartial handling of all allegations.

## CHILD PROTECTION

Every student at Creative British School has the right to learn in an environment that upholds, respects, and protects their dignity. This policy outlines the school's responsibility to implement robust student protection measures, focusing on the prevention of any form of maltreatment and the proper handling of any concerns that arise.

### Purposes

- **Prevention of Maltreatment:** Creative British School shall protect students from all acts and omissions that could constitute maltreatment. The school will take proactive steps to create a safe and supportive environment where the rights and well-being of every student are upheld.
- **Legal Compliance:** The school shall identify and support students who are at risk of harm, in accordance with UAE Federal Law No. (3) of 2016 Concerning Child Rights, Federal Law No. (31) of 2021 Promulgating the Crimes and Penalties Law, Federal Law No. (5) of 1983 Concerning Nurseries, Federal Law No. (18) of 2020 Concerning Private Education, Executive Council Chairman Decision No. (26) of 2013 Regarding the Regulation of Private Schools in the Emirate of Abu Dhabi, and other relevant UAE laws.
- **Mandated Reporting:** All staff and volunteers at Creative British School are mandated reporters. They are legally obligated to report any cases of alleged or suspected maltreatment of students, whether occurring inside or outside the school. This responsibility is crucial in ensuring that students are protected at all times.
- **Roles and Responsibilities:** The roles and responsibilities of principals, staff, and parents in responding to alleged or suspected cases of student maltreatment are



clearly defined. All parties must act promptly and in accordance with the school's procedures to ensure the safety of the student involved.

- **Coordination and Responsibility:** Creative British School holds itself accountable for the care and protection of all students. The school will coordinate with relevant authorities and stakeholders to ensure that appropriate actions are taken to safeguard students from harm.

## **Types of Student Maltreatment**

Creative British School is committed to protecting the safety and well-being of all students. This section outlines the different forms of student maltreatment that the school recognizes and actively works to prevent. Understanding these forms of abuse is crucial in identifying and addressing any instances of maltreatment effectively.

### **1. Physical Abuse**

Physical abuse involves any intentional physical act that results in, has a high likelihood of resulting in, or poses a threat of causing immediate and/or long-term physical injury or harm to a student's health, survival, and development. Such acts are harmful and can severely impact a student's overall well-being.

### **2. Emotional Abuse**

Emotional abuse consists of acts, whether consistent or inconsistent, intended to make a student feel unloved, worthless, or of no value and integrity. This type of abuse interferes with the student's positive mental and emotional development and can lead to long-lasting psychological harm.

### **3. Sexual Abuse**

Sexual abuse involves the participation of a student in sexual activity that they may not fully understand or that violates societal laws or taboos. This can include any sexual activity between an adult and a student or between students where there is a significant age or developmental difference. The intent of such activity is typically to gratify or satisfy the needs of the perpetrator, making it a profound violation of the student's trust and well-being.

### **4. Neglect**

Neglect refers to the failure of a parent or any adult supervising a student to provide for their basic needs and rights, including physical safety, development, and well-being. Neglect can result in significant harm to a student's health, physical, social, educational, mental, spiritual, or moral integrity, particularly when it leads to a failure to thrive.

### **5. Exploitation**

Exploitation is the use of a student in work or other activities for the benefit of others, often to the detriment of the student's physical or mental health, education, moral or social development. This includes but is not limited to:

- **Sexual Exploitation:** A form of sexual abuse where a youth, adult, or group abuses their power to coerce, manipulate, or deceive a student into sexual activity. This may involve physical contact or the use of technology for monetary, social, or political gains.
- **Economic Exploitation:** The use of a student who is below the minimum legal age for labour in the workplace or related activities for the benefit of others. This exploitation often involves the production, distribution, or consumption of goods or services provided by the student.

## 6. Bullying

Bullying is repeated physical, social, or verbal aggression by students who perceive themselves as more powerful against other students who are seen as weaker or powerless. The intent is often to achieve specific gains or draw attention in a manner that causes physical or emotional harm to the victim. Bullying can occur in various settings, including:

- **Cyberbullying:** Bullying that takes place online. This form of bullying can follow the victim wherever they go via social networks and mobile phones, often having a broader impact than traditional bullying.

## Reporting and Handling Student Maltreatment Concerns

Creative British School is committed to the safety and well-being of all students. Any concerns regarding student maltreatment, including severe bullying, must be reported and handled according to the following procedures to ensure prompt and effective action.

### Procedures for Identifying and Reporting Maltreatment

#### 1. Immediate Reporting of Concerns:

- If a concern of student maltreatment, including severe bullying, is raised within the school, it should be reported immediately to the Child Protection Coordinator (CPC) or their designated representative. All staff members are trained to identify various forms of maltreatment in line with the operational definitions provided by the school.

#### 2. Emergency Situations:

- If a student is in imminent danger, the concern must be reported immediately to the Police. This ensures that urgent action is taken to protect the student.

#### 3. Reporting Maltreatment Occurring Outside the School's Supervision:

- When a concern arises regarding maltreatment that occurred outside of the school's supervision, the CPC or their representative should fill out the Safety Concern Form on the digital safety concern portal.
- This form is automatically shared with the Abu Dhabi Department of Education and Knowledge's (ADEK) Child Protection Unit (CPU), the Family and Child Affairs (FCA), and the Ministry of Interior's Child Protection Centre (Mol CPC). The FCA will review the case and proceed with the necessary case management procedures.

#### **4. Reporting Maltreatment Occurring Within the School's Supervision:**

- If maltreatment occurs under the supervision of the school, staff should report the concern to the CPC or their representative. The CPC is responsible for completing the Safety Concern Form on the digital safety concern portal.
- Once submitted, the form is automatically shared with the FCA, ADEK CPU, and Mol CPC. The ADEK CPU will first review the information before referring it to the FCA, who will manage the case and take the necessary follow-up actions.

#### **Role of ADEK Child Protection Unit (CPU)**

- **Initial Assessment:** The ADEK CPU may conduct or designate qualified institutional personnel to conduct an initial safety and risk assessment before forwarding the concern to the FCA.
- **Case Management Referral:** If the ADEK CPU decides to refer the case to the FCA, the FCA will manage the concern, with the ADEK CPU providing administrative support, such as sharing relevant information, to assist with case management.
- **Non-Referral:** If the ADEK CPU determines that the case does not need to be referred to the FCA, it will return the concern to the school with justification. The school will then be asked to gather additional information and resubmit the Safety Concern Form if necessary.
- **Logging and Response:** In all situations, the ADEK CPU will ensure that the concern is logged and that an appropriate response is initiated.

#### **Summary of Safety Concern Referrals**

Creative British School follows a clear process for handling maltreatment concerns, whether they occur within or outside of the school's supervision. This process is designed to ensure that all concerns are addressed promptly and effectively, with appropriate coordination between the school and relevant authorities.

Here is a tabular representation of the "Safety Concern Referrals in Abu Dhabi Educational Institutions":



Concern Type	Action by Staff	Next Step	Final Step
<b>Emergency concern in which a student is in imminent danger</b>	Concern is detected or disclosed by staff	Staff to inform the Child Protection Coordinator (CPC) or any other person representing him/her	CPC to inform the Principal and the police for immediate intervention
<b>Student protection concern occurred outside of the educational institution's supervision</b>	Concern is detected or disclosed by staff	Staff to notify the CPC or any other person representing him/her	CPC or representative to fill the Safety Concern Form on the digital safety concern portal; Form is shared with ADEK CPU, FCA, and MoI CPC for follow-up
<b>Student protection concern occurred within the educational institution's supervision</b>	Concern is detected or disclosed by staff	Staff to notify the CPC or any other person representing him/her	CPC or representative to fill the Safety Concern Form on the digital safety concern portal; Form is shared with ADEK CPU, FCA, and MoI CPC for follow-up

Relevant contact details are as follows:

- Abu Dhabi Police: 999
- Family Care Authority (FCA): 800444 [icm@adfca.gov.ae](mailto:icm@adfca.gov.ae)
- MoE Child Protection Unit (CPU)\*: 80085 [cpu@moe.gov.ae](mailto:cpu@moe.gov.ae)
- Safety Concern Portal: <https://daasafetyconcern.abudhabi/>

## Roles and Responsibilities

### 1. Principal

- **Policy Compliance:** Ensure full compliance with the provisions of this policy.
- **Publication and Awareness:** Publish and visibly post the policy throughout the institution to protect students from maltreatment.
- **Preventative Procedures:** Establish and communicate procedures designed to prevent situations that could lead to student maltreatment. Ensure all staff and the principal fully understand these procedures.
- **Student Oversight:** Maintain vigilant oversight of students at all times while they are under the supervision of the school.
- **Prioritizing Student Protection:** Emphasize the protection of students as a top priority and take immediate action when there is suspicion of student maltreatment.
- **Reporting Channels for Students:** Ensure students are aware of how, where, and to whom they can safely report concerns about alleged or suspected maltreatment without fear of retribution.

- **Reporting Channels for Staff and Volunteers:** Ensure that all staff, volunteers, and students know how, where, and to whom they can safely report concerns about potential student maltreatment without fear of retribution.
- **Stakeholder Engagement:** Include input from students and parents regarding safety and protection measures within the school.
- **Mandatory Reporting:** Immediately report any case of alleged or suspected maltreatment in accordance with this policy.
- **Training and Participation:** Ensure all staff and volunteers attend and actively participate in all mandatory student protection and safeguarding training sessions. Ensure they sign off on their attendance.
- **Parent Orientation:** Conduct orientation sessions for parents during student registration, enrolment, and at the start of every school year to inform them of this policy, their roles, responsibilities, rights, and duties.
- **Records Maintenance:** Maintain student records in compliance with Policy 35 (Records) and ensure confidentiality of open and closed cases per the guidelines.
- **Temporary Suspension:** Immediately suspend any staff member suspected of an offense involving student maltreatment on a temporary basis until the suspicion is resolved.
- **Safe Reporting Opportunities:** Ensure students have a safe and confidential way to report concerns regarding their rights to safety and wellbeing.
- **Vetting and Monitoring:** Vet, hire, and monitor all staff, volunteers, and invited visitors according to this policy and relevant safeguarding measures.

## 2. All Staff:

- **Immediate Reporting:** Report any alleged or suspected case of maltreatment immediately upon discovery.
- **Student Care:** Ensure the care and supervision of students at all times while they are under the institution's supervision.
- **Policy Understanding:** Familiarize themselves with this policy to effectively address alleged or suspected student maltreatment cases.
- **Training Participation:** Attend and participate in all mandated student protection and safeguarding training sessions.

## 3. Parents:

- **Cooperation with School:** Cooperate with the school's principal and staff, provide necessary information regarding the student's behaviour and academic performance, and respond to feedback and guidance.
- **Meeting Attendance:** Attend all scheduled parent meetings with the school.
- **Communication of Concerns:** Communicate any concerns, observations, or changes in the student's behaviour to the school principal, board members, and/or the relevant institutional staff.
- **Support Safe Online Practices:** Support the school in ensuring safe online practices during distance learning and homework.



### **This policy should be used in conjunction with other policies**

- Health and Safety Policy
- Anti-bullying policy
- Student Behaviour Policy
- Inclusion Policy

### **Monitoring the Policy**

- The Principal and Safeguarding Committee monitors the effectiveness of this policy on a regular basis.